



Forest County Application for Employment

Forest County Clerk
200 E. Madison St.
Crandon, WI 54520
Phone: (715) 478-2422
Fax: (715) 478-5175

E-mail: nmatuszewski@co.forest.wi.us

Important Instructions (please read carefully):

1. A separate application and cover letter must be completed and submitted for each position in which you seek consideration.
2. A resume' will be accepted as a supplement to the application form, but will not substitute for it.
3. Please submit applications per the instructions on the job announcement. Any applications received past the deadline date will not be considered. Incomplete or illegible applications will not be considered.
4. If additional space is needed, please indicate this on the application form and attach the additional paper to the application.
5. This application must be filled out by the applicant only. If you are physically unable to complete this form, or need other assistance in the application or hiring process, reasonable accommodations may be requested.
6. Please be sure to complete all sections on this form, and do not alter the document in any way.

Forest County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, religion, sex, age, marital status, disability, veteran status, or any other legally protected status. Forest County may require pre-employment drug and alcohol testing, and reserves the right to test all applicants for job related skills.

Personal Information			
Position Applied For:	Department:	Date Available:	
Last Name:	First Name:	Middle Name:	
Street Address:	City:	State:	Zip Code:
E-Mail Address:		Home Phone:	
		Cell Phone:	
May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Work Phone:	What Hours?	
List any relatives employed by or serving as elected or appointed officials of Forest County and their relationship to you.			
(Forest County may prohibit employment of an individual if he or she would be directly supervising or receiving direct supervision from a family member.)			

Employment Information	
Have you ever been employed by or applied for employment with Forest County? (If yes, when, in what position and what department?)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you employed now? (If yes, may we inquire of your present employer?)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, would you be available to work overtime?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, would you be able to work nights and or weekends? "Reasonable accommodation will be made for religious beliefs or practices, unless doing so would create an undue hardship on the operations of the county."	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Employment Acceptable; (check all that apply) <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Casual	
Are you at least 18 years of age? (Employment may be subject to verification that you meet state and federal minimum age requirements. Employees under 18 shall have a work permit.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a United States citizen, or do you have papers from the U.S. government permitting you to work? (Verification will be required at the time of employment.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to perform all of the duties listed in the position description, with or without reasonable accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

A 'yes' answer to any of the following questions does not necessarily disqualify an applicant from the selection process.

If you answered 'yes' to any of the following questions, please provide an explanation.

Have you ever been convicted of an ordinance violation, misdemeanor, or felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been suspended, terminated, discharged or resigned to avoid being discharged?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you had periods in which you were not employed during the last 10 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Education & Training		
High School:		
Highest Level Completed	Name and Location of High School	Graduated?
<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> GED/HSED		<input type="checkbox"/> Yes <input type="checkbox"/> No

Education and/or Training Beyond High School					
Name and Location of Institution	Dates Attended		Major Field of Study:	GPA	Degree Conferred Y/N & Year
	From	To			
Relevant coursework:					
Additional Skills and/or training:					

Special Skills and Qualifications

Describe any specialized training, apprenticeship, job-related skills and extra-curricular activities (office equipment operated, software programs, foreign languages, professional licenses and/or certifications etc.).

Professional or Civic

List professional, trade, business or civic activities and office held. You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

Other

Please provide any additional information you feel may be helpful to us in considering your application.

Driver's License

Please refer to the position description for the position for which you are applying. If business travel and/or driver's licensing is required, please complete this section.

Do you have a vehicle available for work related business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Do you have a valid Wisconsin driver's license? (If yes, please list your DL# _____)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If the position requires, do you have a valid Wisconsin Commercial Driver's license (CDL)? (If yes, please list endorsements)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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List any moving violations with in the previous (5) years: "a violation or conviction will not necessarily disqualify you from employment. It will be considered only as it may relate to the job you are seeking."

Do you have or can you make arrangements to obtain vehicle insurance coverage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Professional References

Please provide us with three (3) references that would be able to describe your work abilities, qualifications, skills, and/or educational background. Please do not submit names of friends, relatives, spouses, or significant others.

Name	Telephone Number	Occupation/Business	Nature of Relationship

Work History

Please complete this section in its entirety. Give a complete record of any employment, self-employment, military service or volunteer experience you have had in the past 10 years. Please include positions beyond the 10 year period if they are related to the position for which you are applying. If you need additional space, please continue on a separate sheet of paper.

Employer Name:		Position Title:		Type of Business:	
Address of Business: (Street, City, ZIP)		Reason for Leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours Per Week:	May we contact, prior to an offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
From:	To:				
Description of Duties:					

Employer Name:		Position Title:		Type of Business:	
Address of Business: (Street, City, ZIP)		Reason for Leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours Per Week:	May we contact, prior to an offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
From:	To:				
Description of Duties:					

Employer Name:		Position Title:		Type of Business:	
Address of Business: (Street, City, ZIP)		Reason for Leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours Per Week:	May we contact, prior to an offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
From:	To:				
Description of Duties:					

Employer Name:		Position Title:		Type of Business:	
Address of Business: (Street, City, ZIP)		Reason for Leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours Per Week:	May we contact, prior to an offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
From:	To:				
Description of Duties:					

Referral Source (Please provide detail when possible)	
<input type="checkbox"/> Newspaper:	<input type="checkbox"/> Employee:
<input type="checkbox"/> Web site:	<input type="checkbox"/> Bulletin Board:
<input type="checkbox"/> Social Media:	<input type="checkbox"/> Walk-in:
<input type="checkbox"/> Job Center of Wisconsin:	<input type="checkbox"/> Other:
Forest County – Human Resources Dept. Personnel Use Only	
	Date Received:

Authorization and Certification

In considering my application for employment, the County may verify the information on this application and obtain additional information relating to my background. I authorize all persons, schools, companies, corporations, credit bureaus, and law enforcement agencies to supply any information necessary concerning my background. I understand that any misrepresentation of fact on this application subjects me to qualification for, or if hired, dismissal, no matter how long after employment the misrepresentation is discovered. I understand that any offer of employment may be contingent upon satisfactory completion of an alcohol and/or drug screening, background check (including criminal), and a physical examination at the County’s expense if required.

I hereby affirm that the foregoing is true, complete, and correct to the best of my knowledge and belief without omissions of any kind.

I release and hold harmless Forest County, its officers, agents, and employees, and the persons providing supplemental information, from any liability to the information supplied or obtained during the recruitment and selection process of this application.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Forest County is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Forest County.

I hereby understand that I am required to abide by all rules and regulations of the employer.

Confidentiality

I hereby request this application be kept confidential to the degree permitted by Wisconsin law. I understand, however, that if I become a final candidate for a position, this application will be subject to disclosure upon request.

Applicant’s Signature: _____ Date: _____

Nora Matuszewski
Forest County Clerk/
Administrative Coordinator



715-478-2422
Fax 715-478-5175

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200 E Madison Street
Crandon, WI 54520
nmatuszewski@co.forest.wi.us

It is policy of Forest County to conduct background checks as well as pre-employment screenings for drugs and alcohol on all persons being considered for employment within the County. Please fill out the enclosed forms and return them to my office. Successful completion of the pre-employment drug screen and background check may result in the extension of a conditional offer for employment. Please fill out the background information disclosure form found on the employment page.

If you have any questions, please feel free to contact my office at the number listed above.

Sincerely,

Nora Matuszewski
Forest County Clerk
Administrative Coordinator